



Job Posting

***Subject to change**

- Submit life insurance claims to carrier.
- Respond to life insurance questions from employees, beneficiaries and funeral service providers.
- Audit LTD claims and send to administrator.
- Respond to requests for information regarding LTD.
- Audit and verify LTD payments to beneficiaries and fee payments to administrator.
- Process Accrued Leave Donations received from departments.
- Facilitate monthly New Employee Orientation.
- Assist callers with questions.
- Other tasks as assigned.

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

Requires a Bachelor's degree in Business Administration, Social Sciences, Liberal Arts or other related field...

One year of administrative experience is required. Professional human resources experience may be substituted for the above education requirement on a year-for-year basis.

None

Preference will be given to candidates with related benefits experience; proficiency in Microsoft Word and Excel; excellent communication skills; good mathematical ability; ability to coordinate multiple tasks.

None

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 17
\$1,198 - \$1,611 Biweekly \$31,148 - \$41,886 Annually

March 29, 2006

Open Until Filled

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD (Telephone Devise for the Deaf) is (713) 837-9496.

An equal opportunity employer